

September 24, 2009

Tel: (807) 625-2252  
Fax: (807) 622-0181

**ADDENDUM # 1**  
**REQUEST FOR PROPOSAL 64/2009**  
**MUNICIPAL CULTURAL PLAN**

-- For The City of Thunder Bay, Arts & Culture Division --

**QUESTIONS & ANSWERS**

**The following questions have been posed by potential bidders. The responses are herein provided to all potential bidders.**

**Question #1:**

What is the scope of the work and progress regarding the preparation of the cultural assets mapping project? In what form will the data be made available?

**Response:**

To date, tangible assets have been inventoried and mapped in 7 categories - Cultural Businesses, Cultural Facilities, Cultural Groups/Organizations, Individual Artists & Cultural Professionals, Festivals & Events, Heritage Sites, and Public Art. This data, collected in 2007/2008, exists in 2 formats - a database in InMagic DBTextworks & WebPublisher Pro, and layers on the City's GIS map. This data will be publicly available through the City's website during the course of this project, with confidential fields available to the proponent as needed.

Mapping is an ongoing process, and extensive addition of assets is planned for October of this year. The consultant will have access to the most up to date version of the database and map at all times.

**Question #2:**

How large and what will be the expected composition of the Steering Committee (i.e., sectors that will be represented). 3. Are the terms of reference for the steering committee available?

**Response:**

The Steering Committee will consist of the existing members of the City's Cultural Services Advisory Committee, and will be augmented by additional representatives in key stakeholder groups such as - Business Sector, Youth, Cultural Sector, Education, Urban Planning/Development, Economic Development, Community Organizations, and Municipal/Provincial Government. The full committee is expected to be approximately 15 members.

Terms of Reference for this committee are not available at this time, but Terms of Reference for the Cultural Services Advisory Committee can be viewed at

[http://www.thunderbay.ca/Living/Culture\\_and\\_Heritage/Cultural\\_Services/Cultural\\_Advisory\\_Committees.htm](http://www.thunderbay.ca/Living/Culture_and_Heritage/Cultural_Services/Cultural_Advisory_Committees.htm)

**Question #3:**

What is the extent of City support for the project, for instance, promotion of consultation activities, venues for public and stakeholder meetings/workshops, furniture and equipment for public meetings, hosting a survey on its website etc.?

**Response:**

The Cultural Services Section of the Recreation & Culture Division will provide all reasonable supports required for the project, including promotion of consultation activities, arranging venues and equipment, hosting surveys, etc. The details of support to be provided will be negotiated with the successful proponent.

**Question #4:**

*In Appendix B, p8: Stage 1 – Community Assessment & Visioning:* Can you clarify expectations and deliverables associated with Cultural Identity Mapping?

**Response:**

Cultural Identity mapping refers to the collection, inventory, and mapping of those intangible or non-physical assets that are typically included in a cultural mapping exercise e.g. community memories, stories, attitudes and values that contribute to the culture of the City (community character, identity, civic pride and authenticity of place).

It is expected that this data will influence the development of the Plan itself, and will be presented in a format that can be used to augment and/or animate the existing maps of tangible assets.

**Question #5:**

Is there a price ceiling or range for this project?

**Response:**

The City is not providing an upset limit on this project at this time.

**Question #6:**

What GIS system does the City of Thunder Bay use, and what is the compatible file format for deliverables?

**Response:**

The City uses an ESRI system. Compatible file formats are ESRI shape files, Geo databases, and other ESRI formats. Autocad is acceptable, but not preferred.

**Question #7:**


Is a list of firms that received that RFP available for review?

**Response:**

The list of responding companies is available following the closing of the RFP.

**This addendum forms and becomes part of Proposal 64/2009 and shall be attached to each copy of the proposal.**

Yours truly,



Vicki Gagne-Smith, Senior Buyer

Materials Management Division

Copy: Leah Bayly